



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS & SROA or SURPLUS CANDIDATES ONLY

INSURANCE RATE ANALYST (IRA) *or* ASSOCIATE INSURANCE RATE ANALYST (AIRA)

\$2,764 - \$4,155 (IRA) *or* \$4,110 - \$4,997 (AIRA)

FIELD RATING & UNDERWRITING BUREAU
SACRAMENTO, SAN FRANCISCO, *or* LOS ANGELES
MULTIPLE POSITIONS

Revised

Revised

RESPONSIBILITIES: The Field Rating & Underwriting Bureau Rate Analyst will conduct rating and underwriting examinations of licensed insurers in order to protect the insurance consumer from unfair practices and to ensure compliance with California law. Specific duties include:

- Traveling to insurance company offices in California and throughout the U.S. to conduct exams of insurer sales, marketing, advertising, rating, risk selection, and policy termination practices
- Collecting and analyzing insurer data, and reviewing company rules, rates, policies, and procedures
- Writing reports of examination activities, findings, and resolutions, and meeting with insurer and Department staff to communicate findings and resolve illegal practices.

Travel is required, both in-state and out-of-state.

DESIRABLE QUALIFICATIONS:

- **No insurance experience is required** at the IRA level, although insurance experience is desirable.
- At the AIRA level, three years of insurance underwriting experience and any regulatory compliance experience is desired **but not required.**
- Graduation from college with a bachelor's degree is highly desirable; however, experience will be accepted in place of a college degree on a year-for-year basis.
- Very strong writing, organizational, analytical, computer and verbal communication skills are necessary.
- The ability to work independently is essential.

WHO MAY APPLY: Applications will be accepted only from current California Department of Insurance employees at the Insurance Rate Analyst/Associate Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Angela Steele, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "IRA, #xxx-4441-xxx" or "AIRA, #xxx-4438-xxx" on the State application along with the location preference.** For additional information, please call (916) 492-3433.

FINAL FILING DATE: January 27, 2003 or Until Filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

eg 02/26/02
r03/21/02
r07/05/02
r08/13/02
r09/05/02
r01/16/03